

Meldreth Village Hall Trust

Health and Safety Policy

The Meldreth Village Hall Trust has overall responsibility for health and safety at Meldreth Village Hall. We seek to comply with all relevant health and safety legislation and to act positively where we can reasonably do so to prevent injury, ill health or any danger arising from our activities and operations.

We consider the promotion of the health and safety of those who use our premises, including contractors who may work there, to be of great importance. We recognise that effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, we will encourage our Trustees, employees, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

We expect employees, hirers, users and other visitors to recognise there is a duty on them to comply with the practices we set out in the Standard Conditions of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

This policy works in conjunction with our HSE Health and Safety risk assessment.

Our Responsibilities

- As far as is reasonably practicable, to ensure the premises are maintained in a safe condition, and that means of entry and exit are without risk.
- To provide and maintain a safe environment for any volunteer, employee, hirer or member of the public that is adequate with regards to facilities and arrangements for their welfare.
- To review the operation of the policy as and when required, but at least annually, and ensure any concerns are raised at the earliest opportunity and reported at the next Meldreth Village Hall Trust meeting.
- Examine all health and safety issues as they affect the premises and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work that are, so far as reasonably practicable, safe and healthy.
- Take all reasonably practicable steps to ensure the premises are operated and maintained to ensure, so far as reasonably practicable, a safe and healthy system of working.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform volunteers, employees, contractors and hirers about materials, equipment or processes used in their work which are known to be potentially hazardous to health or safety. Where appropriate, ensure copies of documentations are kept and available to anyone requiring them.
- Keep all methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Promote discussion in health and safety matters to ensure effective participation by all trustees, officers, volunteers and users.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Display appropriate notices including fire exits, positions of first aid box etc.
- Ensure fire exit signs are on for all appropriate exits.
- Maintain records of accidents, incidents or near misses are recorded in the first aid book located in the kitchen's first aid box.

- Seek to ensure that relevant and up-to-date information on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Ongoing review and record of health and safety is documented in the health and safety risk assessment.
- Ensure any accident is fully investigated and if the fault lies with working methods, machinery, materials or processes, that such fault is corrected as soon as reasonably possible.

Hirer Responsibilities

- Read the Standard Conditions of Hire and sign the Hire Agreement as evidence that they agree to the hiring conditions. The agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.
- Ensure fire and other exits are not obstructed.
- Ensure adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults including, where appropriate, specifically trained, responsible people are part of the hiring team. This might include one or more with DBS clearance.
- Understand it is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trust in keeping the premises safe and healthy.
- Inform the Bookings Clerk as soon as possible should anyone using the premises come across a fault, damage or other situation which might cause injury and cannot be rectified immediately so the problem can be managed as soon as reasonably practicable.
- Document any first aid requirements in the first aid book and notify the Bookings Clerk of any disposable items used so they can be replaced in a timely manner.
- Inform the Bookings Clerks as soon as possible where equipment is damaged or otherwise faulty. Place a notice on it warning it is not to be used.

Insurance

We hold Employers Liability and Public Liability Insurance. Hirers shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises.

Food Hygiene

Hirers should ensure they comply with relevant food hygiene legislation in relation to their activities.

Fire Precautions and Checks

We have completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety). Fire Safety equipment is regularly checked as agreed by the committee as follows:

Weekly <i>By MVH Trust Rep</i>	Monthly <i>By MVH Trust Rep</i>	Annually <i>By Qualified Person</i>
Fire extinguishers First aid box	Carbon monoxide detectors Emergency security lights Heat and Smoke detectors	Boiler/Heating (Gas Safe certified) Electrical certificate* Emergency security lights (Electrician) Fire extinguishers (Econoguard) Portable appliance (PAT) (Electrician)

Procedure in case of accidents

- The first aid box is kept in the kitchen and notice of its location on the main notice board.
- A record book is available to record all accidents / injuries and should be completed at the time of the incident.
- The premises does not have a telephone landline. As advised at the time of booking, hirers should ensure access to a mobile phone for emergencies.

Contractors

We will check with contractors (including the self- employed) before they start work that:

- The contract is clear and understood by both us and the contractors.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical or gas installations or equipment must conform to the current regulations.

Review date - July 2025 or sooner in the event of any change to activities carried out at the premises.